



# HUMAN RESOURCES DEPARTMENT

## City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

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Vermont Relay: 7-1-1 or 800-253-0191

### CHIEF FORESTER BURLINGTON ELECTRIC DEPARTMENT

**POSTING DATE:** July 15, 2015

**RATE OF PAY:** \$59,122 - \$96,922 DOE

**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** July 23, 2015

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** NS9

**UNION:** N/A

#### APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

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The Chief Forester is responsible for the overall safe, efficient, reliable and environmentally sound procurement of wood fuel in amounts and at times necessary for operation of the J.C. McNeil Generating Station.

#### ESSENTIAL FUNCTIONS:

- Develop, update and administer the wood fuel procurement plan for the J.C. McNeil Generating Station.
- Conduct or direct the negotiation and administration of contracts for wood fuel, rail delivery and satellite yard operation.
- Provide guidance and leadership in avoidance and resolution of environmental violations on wood harvesting operations supplying BED.
- Develop and administer fiscal and calendar year budgets.
- Identify and interview new wood fuel suppliers.
- Schedule rail deliveries of wood fuel in accordance with plant needs and storage requirements. Interface with railroad officials regarding car availability, scheduling and resolution of problems.
- Direct, supervise, train and evaluate the activities of professional forestry staff, and Wood Yard Operator.
- Ensure compliance with all applicable BED personnel policies, safety programs and union rules.
- Monitor market conditions for wood fuel.
- Investigate and report on environmental issues and developments in biomass fuel production and harvesting technologies.
- Prepare and submit reports and documents required by the Vermont Public Service Board and other regulatory bodies.
- Represent BED on wood fuel related issues at McNeil Joint Owner meetings.
- Manage forestry data files on weekly wood purchases, supplier performance and wood fuel inventory.
- Direct the operation of a waste wood yard including the delivery, storage, processing and removal of wood products.
- Prepare periodic reports on wood fuel deliveries, consumption, and inventory. Arrange for semi-annual wood inventory surveys.
- Conduct long range planning studies.
- Direct the use and maintenance of a fleet of four four-wheel drive vehicles, Production Office, forestry measurement equipment and aerial photographs.
- Initiate and coordinate research projects related to the increase in diversity of biofuels.
- Provide technical guidance on fuel handling and storage operations.

#### Non-Essential Job Functions:

- Represent the interests of the McNeil Generating Station through membership and/or participation in relevant resource organizations.
- Monitor legislation pertinent to wood harvesting.
- Provide wood fuel procurement information on tours of the McNeil Generating Station and lead tours of harvesting operations as required.
- Perform other duties as required.

#### QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Must possess a Bachelor of Science in Forestry from a college or university program accredited by the Society of American Foresters.
- Must possess a New Hampshire Professional Forester License. Professional Forester Certificate from the Society of American Foresters desirable.
- Must possess at least 8 years' experience in wood fuel procurement including contract negotiation/administration at an industrial-scale, on demand woody biomass facility.
- Must be familiar with wood harvesting regulations and practices in Vermont and New York State and possess wood procurement and forest management planning skills.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Must have excellent verbal and written communication skills and basic computer skills.
- A valid driver's license is required.
- Must possess experience with safe wood chip inventory and storage practices.

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**To Apply: Submit resume and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-